

**Board of County Commissioners
Leon County, Florida**

Policy No. 01-06

Title: County Commission Projects Requiring Commitment of Staff Time

Date Adopted: January 11, 2005

Effective Date: January 11, 2005

Reference: N/A

Policies Superseded: Policy No. 93-10, "County Commission Projects Requiring Commitment of Staff Time," January 12 1993; Policy No. 01-06 "Commission Projects Requiring Commitment of Staff Time," adopted May 29, 2001

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Policy No. 01-06, adopted by the Board of County Commissioners May 29, 2001, is hereby amended, and a new policy is hereby adopted in its place, to wit:

The utilization of County resources and staff shall be authorized only for projects that serve a paramount public purpose for Leon County and no new projects shall be assigned to County Staff unless approved and prioritized by at least four votes of the County Commission.

Any requests, other than a routine question or maintenance request, should be routed through the County Administrator or, for legal matters, through the County Attorney. However, should such request be determined, either by the County Administrator or County Attorney, to be inconsistent with established Board Policy or the Board's position on a stated matter, the County Administrator or County Attorney shall not respond to such request, but shall promptly inform the Board of the nature of the request and its alleged inconsistency.